

FORT DUPONT REDEVELOPMENT AND PRESERVATION CORPORATION
BOARD OF DIRECTORS MEETING

**LOCATION: The Sanders Room
Grass Dale Center – Fort DuPont State Parks
108 Old Reedy Point Bridge Road
Delaware City, DE 19706**

December 10, 2014 - 8:30 a.m.

ATTENDANCE

Council Members:

Susan Frank, Chairperson
Richard Cathcart
Herb Inden
Rick Geisenberger
Kevin Kelley
Laura Lee
Michael Morton
Herbert Netsch
Bert Scoglietti
Dale Slotter
David Small

Staff:

Matthew P. Chesser, DNREC
Andrew H. Lippstone, Governor Office
Max Walton, Connolly Gallagher

Visitors

Mayor Stanley Green, Delaware City
Tim Konkus, Delaware City Marine
Steven Penozza, Century Engineering
Becky Webb, Fort DE/Fort DuPont Park Superintendent

Call to Order/Introductions/Announcements

Ms. Susan Frank, Chairperson, called the Fort DuPont Redevelopment and Preservation Corporation Board of Directors meeting to order at 8:30 a.m. She welcomed visitors and invited them to introduce themselves. Ms. Frank thanked all the board members for their commitment to this Council and appreciated their attendance on a monthly basis.

I. Old Business

a. Approval of Minutes:

Ms. Frank asked for a motion to approve the November 14, 2014 minutes. Motion was made to approve minutes as written. Motion carried.

b. Corporate Documents Approved at Previous Meeting (Amendment to Certificate of Incorporation, Bylaws):

Ms. Frank noted the attachments of the corporate documents.

II. Ongoing Discussions

a. Delaware City Comprehensive Plan, HPR Zoning, Other Ordinances:

Mr. Max Walton distributed a report and explained the process used to achieve the subdivision of land. He explained the steps he is taking.

Mr. Walton said the ordinances for Delaware City Council will be introduced to them on December 15, and a Planning Commission hearing scheduled for December 16. The documents have been published in the newspapers as required. After the Planning Commission meeting, a public hearing will be introduced after which the Ordinances will go before the Preliminary Land Use Service (PLUS) for review and by January 2015 there will be comments.

There were some changes to the draft report of which Mr. Walton highlighted and gave a summary.

During the conference call Mr. Lippstone had asked Mr. Walton to discuss the subdivision process. Mr. Walton distributed a report and explained the subdivision process.

Mr. Lippstone thanked Mr. Walton and Mr. Cathcart for working on this process. He said the ultimately the plan is to have the property transferred into the Corporation and annexed.

He said, going forward, it is important that all council members observe all the changes and the codes.

Mr. Walton agreed and said this subdivision is not necessary tailored for the Fort DuPont complex; it is for all of Delaware. It is a change in Delaware City process as it stands.

Mr. Herb Inden explained the PLUS process, a technical review board that meets once a month to review certain types of developmental proposals of ordinances. It is the State agencies that have some relationship with land use. Within 20 business days of a PLUS meeting formal written comments are sent to the applicant and PLUS waits for a response.

Mr. Walton said he does not need a motion from the Board to move forward. The Board knows what he is doing and he welcomes comments anytime. He is moving forward with the applications to incorporate Fort DuPont to the City of Delaware.

b. Engineering and Architectural Standards

Ms. Frank said it is legislated the Board has up to June 2015 to complete certain actions, including hiring an executive director and performing tests/studies upon the lands of the Complex as may be desirable or necessary. When the Board goes before the Budget Hearing, the Board must prove it has made progress.

Architect:

Mr. Chesser explained the standards needed to acquire an architect and engineer for Fort DuPont Redevelopment Corporation.

He approached Sasaki who prepared a scope of services. The Sasaki team is the best qualified to take on this entity as they previously worked on the Fort DuPont Master Plan and have extensive experience with other army base projects around the country. The schedule will be carried out over the next three to four months. The fee for the total contract is \$155,000.

Mr. Chesser explained the initial process DNREC used to hire Sasaki under a formal RFP process. There was a brief discussion among the Board members. Ms. Frank then asked for a motion to hire Sasaki to design architectural standards. Mr. Inden made a motion to accept the proposal by Sasaki and authorize the contract. Motion passed.

Ms. Frank asked that a Sasaki representative be present at the next meeting.

Engineering:

Mr. Chesser introduced Mr. Steven Penozza from Century Engineering who has been helping him put together a proposal for the type of engineering work needed at the site.

Mr. Penozza said he has been out to the site to gain an understanding of the layout. The good thing is that base information from FEMA is available. If the base model could become available to engineers, this would give an insight on the proposed design.

Ms. Frank asked for Mr. Chesser's recommendations from a phase stand point, and process stand point.

Mr. Chesser said his first recommendation would be to get the survey for phase one areas first, create a base map, and perform some hydraulic analysis of the site to understand the site constraints with flooding. This will grant funding and finding other funding opportunities for the site. It will also answer flooding questions about site and whether there will be an opportunity to do additional drainage work.

Mr. Penozza explained that Century Engineering did a preliminary cost estimate for engineering for the whole site for a total of \$285,000. Mr. Chesser explained that Century Engineering is one of three engineering groups that DNREC has on retainer for five years through a bid process.

Ms. Frank asked for a motion to obtain quotes from all three engineers on retainer by DNREC. Mr. Morton made a motion for DNREC to solicit proposals from its three engineering firms on retainer for survey, utility and topo work on the phase one areas and bring back a proposal at the next meeting. Motion passed.

c. Advisory Council

Ms. Frank said Delaware City has appointed their members.

Mayor Stan Green said four people were selected from Delaware City. They had to go through the City council. He offered to answer questions.

On the State side, Ms. LeeAnn Walling will not serve as the chairperson for the Advisory Council. Mr. Lippstone is working with the Governor to finalize all other members for selection.

d. Executive Director Search

Ms. Frank said she has put together a draft job description for the Executive Director position and will send it to the Board electronically. She asked the Board to give their input and comments.

Ms. Frank said the Board would benefit from hiring a 'Search' firm to help as this task entails several steps that are time consuming. It would be helpful to have an independent party to send the resumes to. Ms. Frank has several firms to approach and will be ready with one or two companies at next meeting.

The Board agreed that Ms. Frank move forward with hiring a Search firm.

III. Six-Month Work Plan (begin discussion)

Ms. Frank said the Board might have to go into Executive Session at the next meeting in order to discuss the job description, agree on the main duties, discuss the salary, and choose a subgroup to do the first round of interviews to narrow it down to one or two candidates. The Board will then have the opportunity to interview the final candidates.

Mr. Lippstone recommended the Board hire an outside counsel on an as-needed basis – there are several decisions that require legal assistance.

Mr. Chesser agreed with Mr. Lippstone for the need of outside counsel assistance, possibly hired on a retainer basis.

Mr. Lippstone said this Corporation has its own budget and its own decision making authority and in the law it says the board has the express authority to hire engineering, accounting, and legal assistance.

Mr. Inden said the Board should discuss the unification of some things that it should be doing, such as signage – is there DelDOT signage that sends a message to the community that this project is happening.

Mr. Chesser said he will start putting together a list of projects for next meeting – we need to get past the big expenditures first then figure out what funds are left. The entrance needs some work right away.

Ms. Frank said having a six month plan will assist the Board in tracking projects and actions that need to be taken.

IV. New Business

The next board meeting is on Wednesday, January 14 10, 2015 starting at 08:30 a.m. at Grass Dale Center, Fort DuPont State Park.

V. Public Comment

Mr. Stan Green, Delaware City Mayor, asked whether the Advisory Council will meet with the Board. Ms. Frank said yes, the Board will meet with the Advisory Council once the group has been formed, then the Board will assign their tasks.

VI. Adjournment

Ms. Frank asked for a motion to adjourn. The meeting adjourned at 10:00 a.m.